



Pay & Benefits Summary for Non-Contract Employees



This summary is provided to applicants for informational purposes and is not an offer of employment. Applicants should be aware that specific details regarding benefits coverage and costs may vary each year and this summary is subject to change.

Payroll:

Payroll is issued once a month on the last business day of the month. ACS requires employees to sign up for direct deposit to ensure timely payment during holiday and summer periods.

Letters of Employment:

Letters of employment are not contracts. Letters of employment continue indefinitely unless the employee or employer gives notice they are ending the employment or the employer makes a change in compensation, assignment or other employment conditions. Non-contract employees shall be issued a Letter of Employment annually, in advance of the first day of the employee's first day of work with the school system, or in advance of the first day of the new fiscal or school year for returning employees.

Health/Dental Insurance:

Aquinas Catholic Schools insurance plan offers eligible employees (.75 FTE or above) and their dependents access to medical, dental, and vision insurance. Premium rates are as follows, and are adjusted each year. New rates are published in December during open enrollment.

Health Insurance Plans	Total Monthly Premiums	ACS Share of Monthly Premiums		Employee Monthly Premiums
Single Health - \$1,000 Deductible	\$1,313	80%	\$1050	\$263
Single Health - \$2,000 Deductible	\$902	90%	\$812	\$90
Family Health - \$1,000 Deductible	\$3,336	50%	\$1,668	\$1,668
Family Health - \$2,000 Deductible	\$2,293	80%	\$1,834	\$459
Dental Insurance Plans	Total Monthly Premiums	ACS Share of Monthly Premiums		Employee Monthly Premiums
Single Dental	\$34	80%	\$27.20	\$6.80
Single Dental +1	\$65	50%	\$32.50	\$32.50
Family Dental	\$109	50%	\$54.50	\$54.50

Optional Insurance:

Eligible employees may elect life insurance (Basic – Diocesan \$20,000 term), additional optional life or long-term disability insurance coverage, all at the employee's expense. More details are provided upon employment.

Retirement Funds:

Lay employees who are at least age 18 and who are regularly scheduled to work at least 20 hours a week during the school year are immediately eligible for Aquinas Catholic School's 403b retirement plan. ACS will make a base contribution of 1% of your pay to the plan and will make a matching contribution on your behalf each pay period equal to 100% of the first 2% of your contributions.

Paid Time Off

Aquinas Catholic Schools provides all *eligible* non-contract employees with 10 paid medical/bereavement days and 2 paid personal days each school year. (*This leave is prorated based on FTE.*) Medical days accrue at the rate of one day per month August – May and may accumulate from year-to-year and an employee may carry-over up to 60 days from year-to-year. Personal days do not accrue.

Vacation:

Full-time employees will begin accruing 10 vacation days per fiscal year beginning on the first month following 60 days of FT employment with ACS. The monthly accrual will be equivalent to 1/12 calculated annual vacation hours. Less than FT vacation-eligible employees will have vacation prorated at 80% of the calculated annual vacation hours. After completion of 3 years of full time service, employees will begin accruing 15 days of vacation on July 1 following their 3rd anniversary. Vacation days may be taken in 1 hour increments. Vacation days cannot be carried over into a new school year, however, employees will be allowed to use vacation days accrued in the fiscal year ending June 30, until August 31.

Health Savings Account (HSA) Option:

If you choose to enroll in a HDHP (High Deductible Health Plan) you may also open an HSA (Health Savings Account). An HSA is a tax-advantaged personal savings account you can contribute money towards to pay your qualified medical, dental, vision and other expenses for yourself and any family members. The account is owned and managed by the employee, and remains with you even after you leave employment.

Tuition Assistance for Children

Aquinas Catholic Schools offers a 10% St. Francis Grant (per child) toward ACS 4K-12 grade tuition for children of employees working at least 0.5 FTE. If employees need additional assistance, they should apply through FACTS.

Unemployment Benefits:

Catholic institutions do not participate in the state unemployment program. Instead, the Wisconsin Catholic Conference has established its Church Unemployment Pay Program.

Additional Questions:

Contact Lisa Caya, ACS Human Resources Director, at 608-784-8585 or lisa.caya@aquinasschools.org with any additional questions.